



DEPARTMENT OF THE NAVY  
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HELICOPTER TACTICAL WING  
U.S. PACIFIC FLEET  
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COMHELTACWINGPACINST 5530.3  
N1

SEP 26 1994

COMHELTACWINGPAC INSTRUCTION 5530.3

Subj: PHYSICAL SECURITY PLAN

Ref: (a) COMHELTACWINGPACINST 5510.1  
(b) OPNAVINST 5510.1H  
(c) OPNAVINST 5530.14B  
(d) NASNIINST 5510.10C  
(e) NASNIINST 5530.3A  
(f) SECNAVINST 5500.4G  
(g) NASNIINST 5512.6N  
(h) NASNIINST 5560.4M  
(i) COMNAVBASESANDIEGOINST 3145.1K  
(j) COMHELTACWINGPACINST 5530.2

Encl: (1) Threat Assessment  
(2) COMHELTACWINGPAC Command Physical Security Plan  
(3) Threat Conditions Plans  
(4) Key and Lock Control Program

1. Purpose. To promulgate a physical security plan within COMHELTACWINGPAC for provisions not specifically covered by the host command (NAS North Island) Plan.

2. Background. Commands shall maintain the readiness to deal with threats to personnel, assets, and physical facilities. Personnel must be vigilant and responsive to any threat to command safety and security awareness, training and sound watchstanding practices. This plan is designed to give pertinent information to all assigned personnel on physical security and anti-terrorist measures in force at COMHELTACWINGPAC.

3. Policy.

a. COMHELTACWINGPAC is expected to maintain the highest possible degree of physical security attainable given the manpower and resources available. Physical security efforts should be directed primarily to the protection of personnel, assets, and associated facilities. Deterrence should be accomplished through building security, theft prevention and anti-terrorist actions.

b. COMHELTACWINGPAC personnel will remain vigilant with a high level of security awareness. All personnel will consider themselves to be responsible partners in ensuring the success of this physical security plan.



SEP 26 1994

4. Action. All personnel in leadership or supervisory roles shall continue to stress the importance of security awareness and take action as necessary to prevent loss or compromise. Additionally, all hands are encouraged to report any suspicious activity or physical violations.

5. Responsibilities.

a. The Physical Security Officer (PSO) shall be a commissioned officer, chief petty officer or civilian employee (GS-6 or higher) and be designated in writing by the Commander, Helicopter Tactical Wing, U.S. Pacific Fleet. He/she shall be the manager and inspector for command security awareness. He/she shall be guided by references (a) through (i) in the performance of his/her duties.

b. The PSO shall also:

(1) Provide necessary guidance, planning and management to the command concerning physical security and loss prevention matters.

(2) Conduct a physical security survey of the command on an annual basis.

(3) Publish appropriate instructions relating to physical security.

(4) Conduct liaison as required with subordinate commands in order to monitor physical security concerns within each unit. This includes acting as a physical security inspector during command inspections.

(5) Liaison with the host command's PSO to discuss security items of mutual concern, review security breaches and arrange physical security support.

(6) Represent COMHELTACWINGPAC on the host command's Physical Security Review Committee (PSRC) as outlined in reference (c).

(7) Act as chairman of the COMHELTACWINGPAC (PSRC) which shall meet on a quarterly basis.

c. The Supply Officer shall:

(1) Act as the command's Missing/Lost/Stolen/Recovered (MLSR) Officer and as the Loss Prevention Officer. In these roles he/she shall be guided by references (c), (e), (f), and (j).



SEP 26 1994

(2) Educate command personnel on MLSR reporting and carry out an active program to oversee its implementation.

d. The First Lieutenant shall:

(1) Be designated in writing as the Key and Lock Custodian and shall establish a central key and lock room/box, and a key and lock program as per references (c) and (i).

(2) See to traffic control and traffic barriers as required for building security.

(3) Ensure that all command areas designated as "Restricted" are clearly marked as per reference (c).

(4) Inspect, maintain and repair all alarms and other security devices within COMHELTACWINGPAC building and spaces unless specifically maintained or monitored by contract security services.

e. The Intelligence Officer shall:

(1) Act as the command anti-terrorist officer, maintaining liaison with the local Naval Investigative Service Officer (NISO) and NAS North Island Base Security Forces.

(2) Monitor ongoing terrorist threat conditions and implement security measures as required.

(3) Advise the Commander of intelligence received regarding terrorists actions within his areas of concern.

f. The Senior Watch Officer shall:

(1) Coordinate with the PSO on physical security issues involving the SDO/ASDO watch.

(2) Ensure Command Duty Officers (CDO) perform building security checks prior to departure and on weekends and holidays. Any discrepancies should be reported to the Chief Staff Officer and base security (if necessary).

(3) Post additional watches as directed during upgraded terrorist threat conditions and monitor them on a regular basis.

(4) Advise the PSO and Security Manager of any other significant security issues which may adversely impact the command or its watchstanders.



COMHELTACWINGPACINST 5530.3

SEP 26 1994

g. The Command Security Manager will act as the Commander's advisor and direct representative in all matters pertaining to classified material security, handling and accounting as per reference (b). As the overseer of all command security functions and concerns, he/she shall monitor staff personnel in the performance of their duties and assist them per references (a) through (i).

6. Outside Command Relationships. The bulk of physical security requirements for COMHELTACWINGPAC are provided through the host command's physical plan, reference (e), regarding response forces, auxiliary security forces, and anti-terrorist planning measures. The PSO will ensure appropriate liaison is conducted with NAS North Island for necessary support.

  
J. F. MADER

Distribution:  
COMHELTACWINGPAC 5216.1A  
List I and II



SEP 26 1994

**THREAT ASSESSMENT**

1. The possibility of attempts by terrorist groups, criminals, activists or hostile intelligence operatives to penetrate the security of military installations continues to be a matter of serious concern. Accordingly, the Naval Criminal Investigative Service will provide an annual area threat assessment. This information will be carefully analyzed to determine if additional physical security measures are necessary.

2. **SABOTAGE.** Sabotage can cause destruction equal to acts of war but without fear of retaliation against the hostile nation's war-making capability. Such acts can inhibit scientific and technological progress, impair the effectiveness of a nation's foreign policy and initiate or increase domestic unrest. Additionally, it must be assumed that an outbreak of hostilities against the country would probably be preceded by efforts to sabotage the ability of the United States to defend itself. Commanding Officers at every level must take actions to counter this threat. Should a case of sabotage/terrorism arise the CDO Guide Book will list essential personnel to notify.

a. **Counter Sabotage Methods.** As a minimum measure, assigned personnel should be made aware of the nature of the threat posed by anti-military individuals and groups. Active liaison with the Naval Criminal Investigative Service or command intelligence personnel is a major factor in obtaining such information at the local level.

3. **Terrorism**

Terrorism is the unlawful use or threatened use of force or violence against individuals or property, with the intention of coercing or intimidating governments or societies for political, religious or ideological purposes. Acts of terrorism directed at naval personnel, activities or installations have the potential to destroy critical facilities, injure or kill personnel, impair or delay mission accomplishment and cause incalculable damage through adverse publicity.

Encl (1)



SEP 26 1994

COMHELTACWINGPAC  
COMMAND PHYSICAL SECURITY PLAN

1. Purpose. To promulgate physical security procedures and measures for the COMHELTACWINGPAC building and grounds and increase overall physical security awareness among staff personnel.
2. Area Security. This plan covers COMHELTACWINGPAC's building, Building 252, NAS North Island, spaces within this building and all grounds exterior to this building and spaces to include parking area, storage areas and entrance/exits.
3. Control Measures. The following measures are in effect for Building 252 for access and movement.

a. Personnel Access and Identification:

(1) Level Two Restricted Area: Building 252 is designated as a Level II Restricted Area.

(2) Personnel requiring access to Building 252 shall be guided by the following:

(a) Assigned staff personnel will use the Personnel Recognition System per ref (c). "Need-to-know" requirements will be set by individual departments having control of designated Restricted spaces.

(b) Visitors will be handled by individual departments having control of their spaces. This will allow visitors access to all spaces not designated "Restricted Area".

(c) PWC maintenance personnel shall have a visitors badge designating access to Building 252. Maintenance personnel are only required access to those spaces that require maintenance and repair duties as set down by contract or by emergency need.

(d) Civilian contractors shall provide a written visit request indicating personnel requiring entry into COMHELTACWINGPAC spaces. The contractors security clearance will be included in this request. Contractors shall have access only to the spaces required to operate within the scope of their job or the contracts between their companies and the United States Navy.

(e) Vendors do not need a security badge and will only be allowed access to the vending machine area.



SEP 26 1994

(f) Staff personnel who observe persons in the building not wearing a COMHELTACWINGPAC nametag will escort the individual to their destination.

b. Material Control.

(1) Incoming

(a) Material and supplies shall be admitted to COMHELTACWINGPAC Building 252 as required for mission performance and the daily routine of the command.

c. Vehicle Control.

(1) Military and privately owned vehicles operated within the grounds under COMHELTACWINGPAC cognizance shall adhere to the administrative inspection requirements delineated in references (c) and (i).

(2) The COMHELTACWINGPAC Command Master Chief is in charge of parking assignments. The First Lieutenant Division shall oversee all parking regulations and is the liaison with base security for parking conflicts or violations.

(3) First Lieutenant is responsible for controlling vehicle access to staff parking areas and any loading/unloading areas. The controls will apply for all privately owned, military, and emergency vehicles.

4. Aids to Security.

a. Protective Barriers

(1) Clear zones are those areas which should be kept free of vehicles, supplies, trash or other materials which may prohibit access to building areas. They will be clearly marked and maintained by the First Lieutenant.

(2) Signs shall be posted where deemed necessary by the First Lieutenant to inform staff personnel of emergency exits, fire fighting and other emergency equipment, as well as hazardous, restricted and prohibited access areas.

b. Protective Lighting Systems

(1) Any lighting deficiency should be brought to the attention of the First Lieutenant for corrective action. The SDO will check to ensure proper operation of security lighting.



SEP 26 1994

(2) In the event of a power failure, only the exit lights will be illuminated. There is no back-up system.

5. The Physical Security Review Committee (PSRC). The PSRC will assist in applying the standards for physical security and loss prevention per reference (c). The committee will:

a. Assist in determining requirements for and evaluating security afforded to areas in this activity.

b. Advise on establishment of restricted areas.

c. Review draft physical security and loss prevention plans or recommended changes prior to submission to the Chief Staff Officer (CSO).

d. Review reports of significant losses or breaches of security and recommend improvements to the Physical Security and Loss Prevention Program.

e. The PSRC will, as a minimum, include the following member:

- (1) Chief Staff Officer
- (2) Physical Security Officer
- (3) First Lieutenant
- (4) Command Master Chief (CMC)
- (5) Security Manager

6. Loss Prevention

a. Loss Prevention Measures. It is the responsibility of each member of this staff to ensure the security of all government property in the custody of COMHELTACWINGPAC. While common sense applies in most areas of a loss prevention program, certain specific steps should be taken:

(1) Ensure all pilferable material is secured to the highest level practical.

(2) Ensure that all work spaces are locked after normal working hours, windows locked and barred, and blinds down.

(3) Be aware of all visitors in COMHELTACWINGPAC spaces and ensure they have a valid reason to be present.



SEP 26 1994

b. Loss Investigation/Analysis. All losses of government-owned material will be thoroughly investigated by the department responsible for the material. This investigation will include determining the circumstances surrounding the loss, assessing responsibility for the loss, and taking measures to prevent future occurrences. If the loss exceeds \$100.00, the investigation will be referred to NAS North Island security and/or the Naval Criminal Investigative Service (NCIS). All cases of suspected theft will be referred to NCIS through the Physical Security Officer.

c. Loss Reporting. Upon completion of the investigation of any loss, the responsible department will prepare the Survey (DD-200). The survey will be routed to the Supply Officer for an assignment of a survey number prior to submission to the Chief Staff Officer via the Security Manager for final review and approval. Upon approval, the survey will be returned to the Supply Officer for submission of the Missing, Lost, Stolen, Recovered (MLSR) Government Property Report in accordance with SECNAVINST 5500.4E.

d. Loss Prevention Subcommittee (LPS). The Physical Security Officer will represent COMHELTACWINGPAC at NAS North Island LPS meetings, fulfilling the requirements per reference (c).

7. MLSR For Reporting Requirements and Procedures. See reference (j).

8. Security Forces. COMHELTACWINGPAC maintains no inherent security forces. Security forces are provided by NAS North Island for all responses to COMHELTACWINGPAC emergencies.

9. THREATCON's/Crisis Management. Enclosure (2) is in effect for handling responses to certain emergency situations, namely terrorists threats, bomb threats and emergency destruction.

10. Training. The CDO will have one indoctrination watch, at Building 252. The indoctrination checklist is to be used to ensure completion of proper indoctrination. CDO recurrent training is held monthly or as scheduled by the planning board for training.

11. Coordination Instructions.

a. This Security Plan will be coordinated, as required, with the NAS North Island's Physical Security Plan per reference (c).



COMHELTACWINGPACINST 5530.3

SEP 26 1994

b. The Intelligence Officer will ensure ongoing liaison with NCIS to keep appraised of terrorists issues of concern to COMHELTACWINGPAC and its subordinate commands.

c. The Physical Security Officer will ensure ongoing liaison with local civilian and military law enforcement agencies as needed. He shall also interact with the host command (NASNI) through its Physical Security Review Committee, ensuring that items of concern to COMHELTACWINGPAC are placed on the agenda and acted upon in an expeditious manner.



SEP 26 1994

**THREAT CONDITION PLANS**

1. **Threatcons.** Threatcons will be issued by higher authority and will be communicated directly to the CDO. The CDO will notify the Commander, Chief Staff Officer, and Security manager immediately upon change of threatcons. Each threatcon will expand on the preceding threatcon. Only measures necessary from OPNAVINST 5530.14B will be issued. The CDO will ensure the following actions are taken as appropriate to the threatcon used.

a. **Threatcon Normal** applies when a general threat of possible terrorist activity exists, but warrants only a routine security posture.

b. **Threatcon Alpha.** A general warning of possible terrorist activity, the nature and extent of which are unpredictable.

(1) **Measure 1.** At regular intervals in POD notes, at quarters, etc., remind all personnel and family members to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers; be alert for unidentified vehicles on, or in the vicinity of Building 252 and be alert for abandoned parcels/suitcases or any unusual activity.

(2) **Measure 2.** Keep available at a recall number the Security Manager or other appointed person who has access to plans for evacuation of Building 252 and for sealing off any areas where an explosion or attack has occurred. Keep key personnel who may be needed to implement security plans on call. Verify recall data is current.

(3) **Measure 3.** Secure any room and storage areas not in regular use.

(4) **Measure 4.** Increase security spot checks of persons entering Building 252.

(5) **Measure 5.** Limit access points for personnel commensurate with a reasonable flow of traffic.

(6) As a deterrent, apply one of the following measures from Threatcon Bravo individually and randomly:

(a) Secure and regularly inspect all rooms and storage areas not in regular use (Measure 14).

(b) At the beginning/end of each workday and at other regular and frequent intervals, inspect for suspicious  
Encl (3)



SEP 26 1994

activity or packages in the interior and exterior of Building 252 (Measure 15).

(7) Measure 7. Review all plans, directives, personnel details, and logistic requirements related to the introduction of the higher threatcon.

(8) Measure 8. Review and implement security measures for high-risk personnel.

c. Threatcon Bravo. This condition is declared when there is an increased and more predictable threat of terrorist activity even though no particular target is identified.

(1) Measure 10. Repeat Measure 1 and warn personnel of any other form of attack to be used by terrorists.

(2) Measure 11. Keep all personnel involved in implementing anti-terrorist contingency plans on call.

(3) Measure 12. Check plans for implementation of the measures contained in the next threatcon.

(4) Measure 13. Where possible, cars and objects such as crates, trash containers, etc., are to be moved at least 80 feet from Building 252.

(5) Measure 16. Examine all mail for letter or parcel bombs (examinations increased above normal).

(6) Measure 19. Make staff and family members aware of the general situation to stop rumors and prevent unnecessary alarms.

(7) Measure 20. At an early stage, inform members of local security committees of any actions being taken and why.

(8) Measure 21. Upon entry of visitors to the command, physically inspect them and a percentage of their suitcases and parcels.

(9) Measure 22. Wherever possible, operate random patrols to check vehicles, people and buildings.

(10) Measure 23. Protect off-base military personnel and military transport per prepared plans. Remind drivers to lock parked vehicles and to institute a positive system to inspect before they enter and drive their vehicles.



'SEP 26 1994

d. Threatcon Charlie. This condition is declared when an incident occurs or when intelligence is received indicating that some form of terrorist action against the installation or personnel is likely.

(1) Measure 30. Continue all Threatcon Bravo measures or introduce those outstanding.

(2) Measure 31. Keep all personnel who are responsible for implementing anti-terrorist plans available at their place of duty.

(3) Measure 32. Limit access points to the absolute minimum.

(4) Measure 34. Enforce centralized parking of vehicles away from Building 252.

(5) Measure 36. Introduce increased patrolling of the command.

e. Threatcon Delta. A terrorist attack has occurred or intelligence has been received that terrorist action against a specific location is imminent.

(1) Measure 40. Continue or introduce all measures listed for threatcon Bravo and Charlie.

(2) Measure 41. Augment guard and/or police forces to cover all entrances and exits.

(3) Measure 42. Identify all vehicles already on the installation within the operational area.

(4) Measure 43. Search all vehicles and contents entering the complex.

(5) Measure 45. Search all suitcases, briefcases, packages, etc., brought into the command.

(6) Measure 46. Control access to Building 252.

(7) Measure 47. Make frequent checks of the building and parking areas.

(8) Measure 48. Minimize all administrative runs and visits.



SEP 26 1994

2. Bomb Threats

a. General. It is essential that CDO's be aware of the proper procedures in the event of a bomb threat. In addition, all mail handling personnel must report any suspicious looking parcels/letters which could contain explosive devices. Early detection of these suspect parcels could prevent death, injury, and/or destruction of property. The following is a list of unique mail bomb characteristics:

(1) Protruding wires/aluminum foil, visible oil stain, or peculiar odor.

(2) Distorted handwriting or the name and address may be prepared with homemade labels or cut and paste lettering.

(3) Addressee's name and/or title inaccurate.

(4) Excessive amount of postage stamps affixed.

(5) Letter bombs may feel rigid or appear uneven or lopsided.

(6) Unprofessional wrapping with several combinations of tape used to secure the package which may be endorsed "fragile-handle with care" or "rush do not delay."

(7) Irregular shaped parcels with soft spots or bulges.

(8) Buzzing, ticking, or sloshing sound.

(9) Pressure or resistance noted when removing contents.

b. Discovery of Suspicious Parcels/Containers. Any person discovering a parcel or container suspected of containing explosives will immediately notify the Duty Officer giving the exact location and appearance of the parcel and any amplifying information on its origin and destination. Do not touch or move the suspect parcel. The CDO will then take action as follows and as he/she deems time permits:

(1) Notify the Commander

(2) Notify the Chief Staff Officer

(3) Notify the Security Manager

(4) Notify the Physical Security Officer



SEP 26 1994

(5) Decide jointly with the above persons, whether evacuation of the building is appropriate.

(a) If the decision is made in favor of an evacuation, use common sense. If the explosion seems imminent, pull a fire alarm to evacuate immediately. Notify the fire department (X9911) and advise them that there is no fire. The fire department and/or proper authorities will respond to the suspected bomb/bomb threat.

(b) If there is time, the Duty Officer will spread the word to evacuate. All hands shall muster in the parking lot at the North Side of Building 252 until released by the CSO or designated authority.

(c) Time permitting, continue contacting the following personnel:

(1) NASNI OOD (58123)

(2) North Island NIS (59427)

(3) EOD, Mobile Unit 3 (437-2906)

(d) When leaving, the Duty Officer shall ensure the safe is locked and take possession of the OPREP binders.

c. Telephone Threats. If a bomb threat is received by telephone, it will be handled per reference (d) and CDO Guide Book.

(1) Take the caller seriously. Record any and all available information about the call and the caller using the Bomb Threat Checklist. After recording all information on the checklist, take action as delineated in bomb threats paragraph (b) above.

(2) COMHELTACWINGPAC personnel will be required to aid EOD and station police in searching the building. Therefore the following key persons shall remain available:

Maintenance LCPO  
OPS Admin Supervisor  
Admin Supervisor  
Command Master Chief  
First Lieutenant

(3) The following procedures apply to searches:



SEP 26 1994

- (a) Do not touch objects while accomplishing search.
  - (b) Look for unfamiliar or displaced objects.
  - (c) Make mental note of any suspicious objects or person.
  - (d) Establish a search pattern to ensure all spaces are covered.
- (4) In the event any unfamiliar or suspicious parcel package/material is discovered, DO NOT DISTURB IT. Report it immediately to the On-Scene-Commander or EOD personnel.

### 3. Fires

a. The CDO will take the following steps when notified of an uncontrolled fire in Building 252:

- (1) Pull nearest fire alarm.
- (2) Notify NASNI Fire Department (59911)
- (3) Notify Chief Staff Officer
- (4) Notify the Commander
- (5) Notify NASNI OOD
- (6) Take charge at the scene of the fire until relieved by Fire Department personnel.
- (7) Post personnel to direct Fire Department personnel to scene of the fire.
- (8) Keep all fire lanes clear of vehicles.
- (9) Specific actions required to secure classified material during emergency situations are outlined in reference (b) and should be afforded highest priority without compromising personnel safety. The concern for personnel safety is paramount.

4. Natural Disasters. Natural disasters include storms, floods and earthquakes. Though no one can predict with certainty when and with what intensity a natural disaster will occur, certain precautions can be taken. Direction to take precautions and to what degree will be issued by the Commander. Reference (i) gives specific guidance for setting storm conditions when advance notice of adverse weather is available.



SEP 26 1994

Any natural disaster situation will necessarily involve a great deal of individual judgement. CDO's should seek guidance from higher authority, if appropriate, before taking any action. The concern for personnel safety is the primary consideration.

5. Emergency Recall Numbers for Essential Personnel. The CDO Guide Book will list essential personnel to call in the event of certain emergencies.



SEP 26 1994

**KEY AND LOCK CONTROL PROGRAM**

1. **Purpose.** To establish a Key and Lock Control Program for COMHELTACWINGPAC in accordance with references (c) and (e).
2. **Key Control Officer.** The Physical Security Officer is designated Command Key Control Officer for all key and lock control functions.
3. **Key Control Custodian.** The First Lieutenant is designated as Key Custodian and his duties will include:
  - a. Conducting quarterly inventory of keys to be retained on file for three years or next Inspector General Inspection, whichever is greater.
  - b. Responsibility for functional area key and lock control.
  - c. Establish a system showing keys on hand, to whom keys are issued, date, time issued/returned.
4. **Central Key Locker.** A security container with a three-position combination lock will be used for key storage. A key cabinet index will be maintained and will contain the following:
  - a. A typed listing of all keys stored within the key cabinet.
  - b. A lock serial number of each key.
  - c. Number of keys in cabinet with each serial number.
  - d. No handwritten changes.
5. **Criteria for issuing Keys.** Keys will be issued to authorized personnel approved by the Physical Security Officer. Keys will not be issued based solely on rank/rate or as a matter of convenience.
6. **Lost, Misplaced, or Stolen Keys.** In the event a key is lost, misplaced, or stolen, the lock or core will be replaced immediately. The Key Control Officer will be notified, in writing, by the Key Custodian when a key is lost, misplaced or stolen. A second set of keys should be kept in the Duty Office safe.
7. **Inventories.** The Key Control Officer will conduct an annual inventory of all keys and upon change of the Key Control Officer or Key Custodian. All inventories will be kept on file for a minimum of two years.
8. **Key Access Log.** Record short term issuance of keys. There will be no long term issuance of keys.